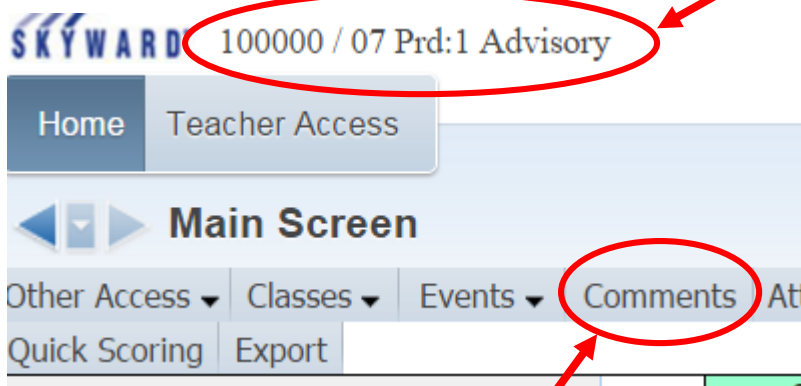


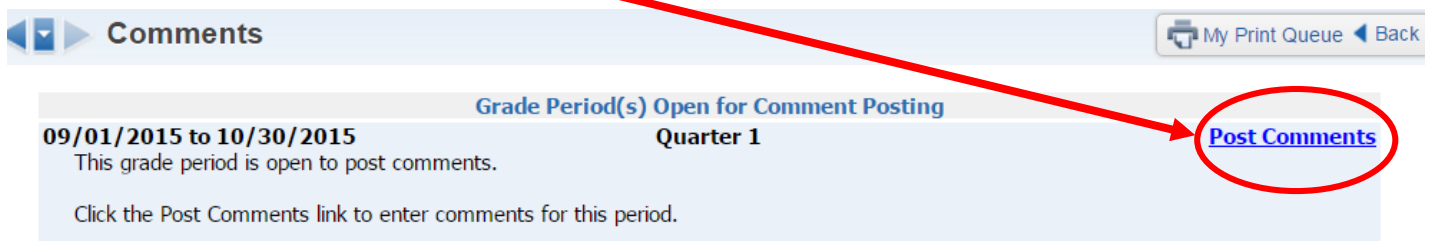
# How to Add the ELL Report Card Comment to a Student's Report Card

**STEP 1:** Make sure that in Gradebook you are in your **Advisory Class**



**STEP 2:** Click on the **Comments Tab**

**STEP 3:** Click on **Post Comments**



**STEP 4:** In the **C1** Column type **ELL**

[View Comment Codes](#) | [Alert Legend](#)

Grad Yr	First Name	Last Name	Alerts	C1	Freeform
Default blank comments for					
2023	Myron	Francis		ELL	
2023	Alice	Waddington			

**STEP 5:** Repeat for all ELL students

**STEP 6:** **SAVE** your comments

**Note:** On the Report Card the ELL Comment will print above your Freeform Comments and will say:  
*"Student is an English Language Learner. See accompanying ELL report card."*